

## **SPEED JOB DESCRIPTION**

### **Job Title**

Technology Assistant

### **Supervisor**

Technology Director

### **Position Guide**

Other Non-Certified

### **Salary Range**

Entry Level

### **Qualifications**

- Possesses high school diploma (required) training at technical institute, or Bachelor's Degree (preferred)
- Demonstrates knowledge of technology hardware and software as well as audiovisual equipment and other media.
- Working knowledge of software programs utilized in the school system.
- Ability to troubleshoot problems with computer equipment.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Other qualifications of professional and personal excellence as the Governing Board may specify.

### **Essential Duties**

1. Experience in information systems, computer programming and operations, data processing and communications.
2. Exhibits knowledge of the role of comprehensive, state-of-the-art information processing and computer units of school systems.
3. Experience with various agencies/vendors in technology areas.
4. Participation in continuous professional growth (e.g. workshops, in-services and available course work).

### **Job Responsibilities**

1. Ensure computer and related equipment in the school is working properly; follow online work request system.
2. Troubleshoot problems with computers and other equipment.
3. Provide simple installations of computer software and hardware.
4. Provide timely resolution of computer problems by providing answers or assistance.
5. Perform related duties and responsibilities as requested by the Technology Director.
6. Other duties may be assigned.

### **Skills/Competencies**

- Ability to read, analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff is expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 10 month position

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date